

APPENDIX C

IMPLEMENTATION SCHEDULE

Instructions

These instructions correspond to the numbered blocks of information required on the schedule.

1. Enter the name of the implementing City department and non-City agency as appropriate.
2. Enter the name of the project.
3. Identify the calendar year of the implementing fiscal quarters.
4. Enter the milestones for the project as listed on the following pages. Plot the expected duration of each milestone by drawing an "X" at the starting and ending points and connecting a line between them. For milestones which will incur expenses, enter the expected monthly expenditures in the appropriate column below the duration line. For milestones that will generate program income, enter the expected amount to be received in parentheses in the appropriate column below the duration line.
5. Enter the total amount of CDBG funds to be expended for the project
6. Enter the total projected expenditure for each month. Subtract any program income and enter a net total for the month.

APPENDIX C (Continued)

List of Milestones

Use the following list of milestones to describe the types of undertakings which contribute to the completion of the project. A description of each milestone and the actions it covers is included for your reference.

<u>Name of Milestone</u>	<u>Description</u>	<u>Actions Covered</u>
1. Feasibility Study		Data collection to final recommendations.
2. Request for Proposals		Solicitation of proposals to contract award.
3. Development Agreement		Negotiation to execution of document.
4. Subrecipient Agreement	Contract allowing a non-City agency to administer a CDBG-funded activity.	Eligibility determination to execution of document.
5. Environmental Review		Assessment to receipt of Notice of Removal of Grant Conditions.
6. City Approvals	Includes all approvals and permits not covered by a specific contract.	Application preparation to final approval.
7. Appraisals		Approval to obtain appraiser to determination of value.
8. Acquisition	Purchase of real property.	Negotiation to recordation of title.
9. Construction		Bid advertisement to final payment of contractor.
10. On Site/Off Site Construction	Applicable to housing projects only.	Bid advertisement to final payment of contractor.

APPENDIX C

List of Milestones (Continuation)

<u>Name of Milestone</u>	<u>Description</u>	<u>Actions Covered</u>
11. Planning and Engineering		Solicitation of consultant to final payment.
12. Program Income	Return of funds to CDBG program via sales, repayment, etc.	Duration of income.
13. Marketing Expenses	Applicable to sales of housing project units.	Duration of expense